

Medical Director Job Description (Refer to Agreement for Medical Director for EMS)

MEDICAL DIRECTOR RESPONSIBILITIES

The Medical Director will have the following responsibilities:

1. Provide review and oversight necessary to ensure that the Department's curricula, instructional processes, and evaluation systems adhere to current, nationally accepted medical standards and guidelines for the practice of prehospital care.
2. Provide review and oversight necessary to ensure that the Department's curricula, instructional processes, and evaluation systems produce graduates who can function effectively as entry-level EMS practitioners, in accordance with the expectations of the Department's communities of interest
3. Serve as an expert advisor and consultant to the Department Chair and faculty on issues and questions regarding the medical content of the Department's curricula.
4. Serve as liaison between the Department and the local medical community.
5. Collaborate fully with the Department Chair in the on-going review and continuing development of the Department's instructional programs.
6. Attest, with the Department Chair, to the final proficiency of each student completing the Department's instructional programs.
7. Coordinate classroom, laboratory, and clinical instruction of EMS students by Senior Staff and Residents for the Scott and White Department of Emergency Medicine, to include:
 - a. Classroom and laboratory instructional time by Senior Staff and Residents from the Department of Emergency Medicine utilizing existing presentations provided by the Department.
 - b. Supervision, instruction, and evaluation of students in the Scott and White Hospital Emergency Department by preceptors who have been trained and approved by the Department to function in such roles. The ratio of students to preceptors shall be adequate to assure effective learning.
 - c. Supervision, instruction, and evaluation of students in the Scott and White Emergency Department by either a fourth-year medical student or an emergency medicine resident trained and approved by the Department to function in this role under the supervision of a senior staff physician in the Department of Emergency Medicine.
 - d. Supervision, instruction, and evaluation of Intermediate and Paramedic students by Senior Staff physician in the Scott and White Department of Emergency Medicine during at least one shift.

MEDICAL DIRECTOR SEPECIFIC DUTIES

The specific duties of the Medical Director will include:

1. Participating in the hiring process for personnel receiving full-time appointments to the faculty of the Department.
2. Reviewing and approving the Department's goals, objectives, entry-level competencies, and evaluation systems.
3. Reviewing and approving pertinent changes to the Department's Student Handbook and course syllabi, which define policies and procedures pertaining to admission, attendance and student participation; evaluation and grading; dress requirements; academic progression through the classroom, clinical, and field internship phases of instruction; clinical scheduling and supervision; academic and disciplinary counseling and probation; student appeals and complaint resolution; and successful course completion.
4. Reviewing and approving pertinent changes to the course schedules, lecture/laboratory objectives, content outlines, and examinations to certify ongoing appropriateness and medical accuracy.
5. Providing direct student instruction and/or evaluation during appropriate segments of the didactic and clinical phases of the course.
6. Reviewing each student's academic progress on a regular basis and assisting in the development of appropriate corrective measures when a student does not show adequate progress.
7. Reviewing and approving the objectives and performance evaluation instruments used during the in-hospital clinical phases of the course.
8. Acting as a liaison with the physician medical directors of clinical units/services used by the Department during the in-hospital clinical phase of the course to assure that clinical rotations occur under adequate medical control and clinical supervision.
9. Reviewing and approving the objectives and the performance evaluation instrument used during the field internship phase of the course.
10. Reviewing and attesting with the Department Chair to the final proficiency of each student completing the Department's instructional programs.
11. Collaborating with the Department Chair, Clinical Coordinator, and faculty, and performing other such duties as may be necessary to ensure the on-going review, continued development, and effectiveness of the Department's instructional programs.